



2009-2010 Alternate Assessment Test Security Agreement

Covers: Testing Personnel, Qualified Assessors,
Qualified Mentor Trainers

According to regulation 4 AAC 06.765 (f) "school and district personnel responsible for test administration shall annual execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section." The Code of Ethics and Teaching Standards (20 AAC 10.020) requires educators to "cooperate in the statewide student assessment system."

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Department of Education & Early Development must take every step to assure the security and confidentiality of the state test materials. It is the responsibility of individuals who develop the tests, who handle the tests, who administer the tests, and/or those who use the results to follow test security laws, regulations, and procedures.

Listed below are required procedures in administering assessments and handling test materials. Please read each statement carefully and **initial each line** to indicate that you agree to follow these procedures. Please sign your full name and indicate the name of your school and district at the end of this form.

If you have any questions about test security or about any of the procedures listed below, please contact the appropriate district personnel (i.e., District Test Coordinator, Alternate Assessment Qualified Mentor Trainer, or the State of Alaska Assessment Administrator (907-465-8432).

Return this form to District Test Coordinator

ALL TESTING PERSONNEL SECTION

To be completed by each person assisting with testing or administering Alternate Assessments.
All Test Personnel, Qualified Assessors, and Qualified Mentor Trainers must initial items in the first section.
Checkmarks, lines, electronic initials are not acceptable. (Mark NA if not applicable to your duties)

1. ____ I will deliver this properly signed Test Security Agreement to the District Test Coordinator (DTC) before receiving any test materials (or administering any tests if applicable).
2. ____ I am employed by the school district.
3. ____ I will follow district confidentiality policies regarding the Alternate Assessment, and I have read the attached regulation and Alternate Assessment Test Security policies.
4. ____ **I understand that my actions may be subject to investigation and adjudication by the Professional Teaching Practices Commission if I violate any of the applicable provisions detailed in regulation 4 AAC 06.765 Test Security; Consequences of Breach.**
5. ____ I will ensure that no one violates the accuracy of the AA by manipulating the process, demographic data, or the student's answers.
6. ____ I shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. [4 AAC 06.765 (g) Test Security]
7. ____ I will inventory and track materials.
8. ____ I will securely store Alternate Assessment materials before and during the test window.

Section for Qualified Assessors & Qualified Mentor Trainers

9. ____ Under the guidance of a Qualified Mentor Trainer, I will complete all preliminary training and annually required training and demonstrate proficiency as a Qualified Assessor, prior to administering the alternate assessment.
10. ____ In order to ensure inter-rater reliability and maintain statewide consistency of scores for the Alternate Assessments, I certify that I will complete all required online training **prior to taking the proficiency modules** in order to ensure a thorough knowledge of test administration rules and procedures and to ensure a thorough knowledge of scoring rules and decisions.
11. ____ I certify that I will read and follow the vendor's directions for test administration and the scoring rules for testing, prior to administering the tests in order to ensure fidelity to scoring rules.
12. ____ I will ensure that all students on my caseload eligible for the Alternate Assessment are entered into the online data entry system (student setup) by the specified time frame. If a student is not assessed in a content area, a reason not tested will be specified in the student record and the student information will be submitted to EED.
13. ____ I will complete the administration, scoring, and data entry during the specified test window.
14. ____ I will determine student score students as students respond and accurately fill out the scoring protocols to ensure fidelity to scoring rules.
15. ____ I will ensure that no answers are altered after testing is completed. [4 AAC 06.765 (d) (9) Test Security; Consequences of breach]
16. ____ I will ensure that students receive testing in a quiet, non-disruptive environment.
17. ____ I will shred tests at the end of the test window to protect test security. I will cooperate in any EED required reliability/validity study, and I will mail-in all requested materials, then shred any materials not needed for the study. [4 AAC 06.720. Program Evaluation]
18. ____ I will immediately report any potential breaches of test security or violation of the Alaska Administrative Code (AAC) as cited in the regulations and policies attached, to the department through the appropriate school/district personnel (i.e., District Test Coordinator, Associate Test Coordinator, and Alternate Assessment Qualified Mentor Trainer).

Section for Qualified Mentor Trainers Only

19. ____ I will file a properly signed Test Security Agreement with the Alternate Assessment Program Manager, Department of Education and Early Development and provide a copy to the District Test Coordinator, and retain a copy for my files.
20. ____ I will complete all required initial and annual training and demonstrate proficiency as a Qualified Mentor Trainer prior to training testing personnel.

21. ____ I certify that I will change the status of my protégé's in the online system, and issue a Certificate of Completion, only to Assessors-in-Training or returning Qualified Assessors who I have supervised and know that they have completed the required training, achieved proficiency, and have read/understood/signed a test security agreement.

I have read and understood all of the above procedures and agree to follow them strictly in order to protect the security of restricted test materials. I affirm that the test procedures of the Department of Education & Early Development will be followed.

Signature

Date

First and Last Name typed or printed clearly

School

School District

**Return the original completed form to
your District Test Coordinator.
Qualified Mentor Trainers return a
copy to EED.
Keep a copy for your files.**

Applicable Regulations and Policies For Alaska Alternate Assessment Test Security

1. Test administrators must fulfill training requirements to become a Qualified Assessor.
2. Only trained and certified Qualified Assessors may access the Secure Test.
3. Only trained and certified Qualified Assessors may administer the Alternate Assessment.
4. The Alternate Assessment scoring protocols and student materials must be downloaded and copied only for test administration purposes.
5. Keep tests (scoring protocols and student materials) secure when making copies and distributing.
6. The Alternate Assessment secure tests are made available 2 to 3 weeks prior to the opening of the test window in order to allow Qualified Assessors, or other authorized school personnel who have signed test security agreements, sufficient time to download and prepare materials for test administration.
7. The test may be administered only during the test window.
8. The tests must be shredded at the close of the test window, unless participating in an EED required program evaluation or reliability/validity study, in which case requested test materials will be mailed in to EED or the vendor as directed. (*)
9. District Test Coordinators work with Special Education Directors and Qualified Mentor Trainers to identify all students eligible for the Alternate Assessment.
10. Ensure that all students eligible for the Alternate Assessment are assessed.
11. Ensure that all students eligible for the Alternate Assessment are entered into the online data entry system, student demographic section by the required date. If the student is not assessed, must select a reason not tested.
12. Make sure the district has a sufficient number of trained and certified Qualified Assessors for the number of students eligible for the Alternate Assessment.
13. Obtain Alaska State Student Identification numbers from the District Test Coordinator.
14. Use Alaska State Student Identification numbers on scoring protocols and for online data entry.
15. District Student Identification numbers are optional at the state level, but may be entered for district use.
16. Make sure to schedule time for testing all students in all content areas.
17. Data entry of student scores must be completed during the test window.
18. Schedule enough time for accurate data entry of student demographic information and student scores.
19. The alternate assessment website closes down at the end of the test window and no scores may be entered after that date.

Alaska Alternate Assessment Online Test Security

Level 1: This is a demonstration site. This level allows the user to access some of the training materials. All records are wiped out daily.

Level 2: Registered users can access the training materials and proficiency examinations. This is the beginning level for assessors-in-training (AIT).

Level 3: After registered users have completed all proficiency examinations accurately and completed a practice test which is evaluated by a Qualified Mentor Trainer, the Mentor will change the status of the Assessor-in-Training to Qualified Assessor (QA) and issues a certificate. The QA gains access to the secure test materials (including scoring protocols, student materials), and the data entry and reporting section of the website.

Level 4: Qualified Mentor-Trainers (QTs) can access the training materials, proficiency examinations, and all secure test materials. Mentors have administrative privileges for their district protégés and are able to track their protégé's work and progress in assessing students. QTs grant access to individuals who have met all the requirements to become a QA.

Level 5: Key personnel within the Alaska Early Education and Development (EED) Office and Dillard Research Associates (DRA) have access to all materials noted above, as well as the records of all test administrators and students.

4 AAC 06.710. Statewide student assessment system The commissioner shall develop a statewide student assessment system composed of multiple indicators, which must include

- (1) a standardized norm referenced test, selected by the commissioner, to measure student achievement in reading, language arts, and mathematics in grades five and seven;
- (2) a standards-based test to measure student attainment of the performance standards adopted by reference in 4 AAC [04.150](#);
- (3) a state high school graduation qualifying examination selected by the commissioner under 4 AAC [06.755](#);
- (4) an alternate assessment under 4 AAC [06.775\(b\)](#); and
- (5) biennial participation in the national assessment of educational progress in mathematics and reading in grades four and eight.

4 AAC 06.765. Test security; consequences of breach

(a) All test questions on norm-referenced tests, standards-based tests, and the high school graduation qualifying examinations, which are provided for in 4 AAC 06.700 - 4 AAC 06.790, and on the English language proficiency assessment provided for in 4 AAC 34.055, are confidential, and may be disclosed only as provided in this section.

(b) Test questions may be disclosed to

- (1) a student on the date and at the time specified by the commissioner, to the extent necessary to administer the test;
- (2) testing personnel in the course of fulfilling their duties;
- (3) a department official as required for the performance of that official's duties; and
- (4) a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding the delivery of accommodations.

(c) School and district personnel responsible for test administration shall

- (1) inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher;
- (2) securely store tests before distribution to school test centers and after their return;
- (3) control distribution of tests to and from school test centers;
- (4) control the storage, distribution, administration, and collection of tests;
- (5) ensure that no test or test question is copied in any manner, whether on paper or by electronic means. (*)

(d) School personnel at a school test center shall

- (1) code the tests according to test administration directions before testing;
- (2) inventory and track test materials from the time the materials arrive at the school until the time the materials are returned to the district;
- (3) securely store tests before and after each testing session;
- (4) control distribution of tests within the school test center;
- (5) ensure that no test or test question is reproduced, or paraphrased in any manner by an examinee or anyone else;
- (6) ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
- (7) ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775;
- (8) ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
- (9) ensure that an examinee's answer is not altered after testing is completed;
- (10) ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.

(e) A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.

(f) School and district personnel responsible for test administration shall annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section.

(g) All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

(h) District personnel in charge of testing shall immediately report any breach of test security to the department. If a student's IEP requires a modification that violates test security under this section, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security under this section results in an invalid assessment and the assessment will not be scored.

(*) Disclaimer

The previous Item 8 of Alaska Alternate Assessment Policies ("Retain a copy of original student protocols in student file for at least one year. If a student transfers to a different school, test information is to transfer with the student's file") is no longer applicable as student test protocols will now be shredded after student scores have been entered online.

(c) (5) of 4 AAC 06.765, "ensure that no test or test question is copied in any manner, whether on paper or by electronic means." Note: Alternate Assessments must be downloaded and copied for administration purposes, but secure test items and test questions may not be copied and used for other purposes.

(d) (1) of 4 AAC 06.765, "code the tests according to test administration directions before testing." Note: This is not applicable to the Alternate Assessment. See AA Policies for pre-entering student demographic information into the online assessment system.